N-FOCUS Major Release
Economic Assistance
November 09, 2009

A Major Release of the N-FOCUS system is being implemented on November 09, 2009. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, FSP, CC, FW, IL, MED, and Retro MED should read this section.

Table of Contents

GENERAL INTEREST AND MAINFRAME

ALERTS

Interim Report Form Alert (New)

This Alert notifies you when a Food Stamp (SNAP) case is closed due to an Interim Report Form not received by the due date.

WP3 Alert (Change)

If the WP3 is created with 'sent to state staff person', then this Alert is sent to the primary worker assigned to the ADC or MED case as of the create date. The system looks at the program case name of the EF person, and then creates an Alert depending upon that person's status and role in the MED program. These are: Active, Spend down, Premium Due or Ineligible Participant or Active Financially Responsible.

Previous to this release if an EF program case was active in a future month, a WP3 would not get created. With this release N-FOCUS will now create a WP3 Alert for an EF program case with a begin date in the future.

Verification Checklist Alert #340 (Change)

An Alert will be created to display the day that the Verification Request form is due. If all verifications are received before the due date, clear the Alert as described in Clearing an online Alerts below.

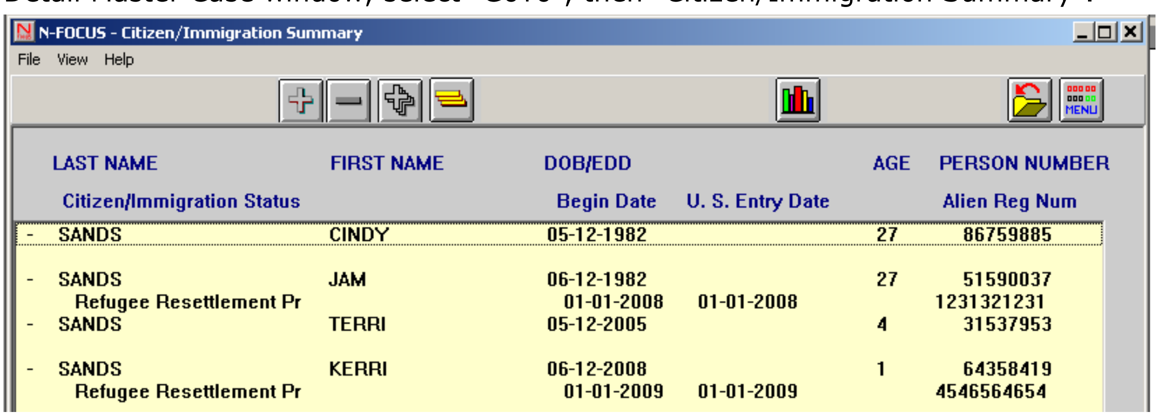
Clearing Alerts (Tip)

Any future dated Alert can be cleared prior to the display date.

Example: You did an Informational Alert to yourself to display 12-15-2009 to check on someone's income change. You receive the needed information on 11-24. On that day, you can clear the Informational Alert created to display 12-15-09 by going to your Alert's window, change the display date to the future such as 12-31-2009 and the Alert will be found in the search.

CITIZENSHIP/IMMIGRATION SUMMARY WINDOW (NEW)

Citizenship and Immigration status can now be viewed in the Mainframe. On the Detail Master Case window, select "GoTo", then "Citizen/Immigration Summary".



Provider Claims (Fix)

When searching for claims by Provider, certain claims were not being returned on the Claim List located off the Search Claim window. This has been fixed with the removal of the More +, More – from the Claim List window when Searching Claims. The Claims List located off the Service Authorization window did not have these issues as this window has been correctly displaying all the claims.

Social Security Administration (SSA) LIS Applications (NEW)

Effective January 1, 2010, the Social Security Administration will be sending DHHS a new electronic file containing data from their records of Medicare Part D low Income Subsidy (SSA LIS) of Nebraska applicants. We will receive a daily file of SSA LIS electronic applications as soon as SSA has made a determination for SSA LIS eligibility. It is anticipated the first applications to appear on N-FOCUS will be late January

An electronic application will not be sent to DHHS for persons who are already Medicare Buy-In.

The SSA LIS application must be treated as an application for Medicaid. There is a possibility you may receive an SSA E-app for a pending Medicaid client. If so, you can tie the SSA E-app to the Medicaid program case and identify it as a duplicate application.

Policy Administration will provide further directions for processing these applications.

Electronic Application Type(New)

An application type has been added to the List Electronic Application to identify the kind of E-application.

AN = ACCESSNebraska E-application

SS = SSA LIS E-application

An E-application through ACCESSNebraska will show the type of AN in the List Electronic Application window.

An E-application for SSA LIS will show a type of SS and will only have the **X** in the MED column.

Tying and untying the SSA LIS applications to a Medicaid program case will work the same as it does for an ACCESSNebraska E-applications

There is a worker view of the SSA LIS application. A Comment area is provided for each section for workers to add information obtained during the interview.

New Medicaid Category And Resource Level (New)

There is a new Medicaid program going into effect 01-01-2010 called MSP/QMB (Medicare Savings Program/Qualified Medicare Beneficiaries.) This program is for people who:

- Are enrolled in Medicare
- Have income that is at 100% FPL or less
- Have resources over current standards of $4,000 for 1 or $6,000 for 2
- Have resources less than $8,100* for 1 or $12,910* for 2

  *These are current amounts and may change each year when the Consumer Price Index is announced in the fall.

The Medicaid budgeting process has not changed. New budgeting rules have been programmed so that beginning with the January 2010 budget/benefit month the new and renamed category codes will show on the budget summaries once a budget is run.

Elderly and disabled Medicare beneficiaries will be determined Medicaid eligible by the Expert System thru a hierarchy of eligibility starting with the category that will offer them the highest level of services and concluding with the lowest level of service.

MSP/QMB will have an SPI code of 1 which will interface with MMIS. This will allow MMIS to determine which claims should be paid/rejected.

A Medicaid Category Code Chart is provided at the end of this Release Document. There is also a self-directed training on TRAIN.

CORRESPONDENCE

Correspondence Language (Tip)

Several correspondences that can be created in English or Spanish will read the Primary Written Language to determine which language the letter should be created in. This reads for the program case name or the notice person. The July Release notes contains a chart listing which correspondences can be created in Spanish.

Review/Recertification (Change)

The Review/Recertification correspondence has been changed.

Added to the window:

- Time Zone has been added
- Will now look for cell phone numbers

- If the client has a home phone number and a cell phone number the form will display the home phone number. If the client has a cell phone number only, it will display on the form.

Added to the letter

- Some wording on the letter has changed
- Tips for telephone interviews were added to telephone interview letters

Initial Appointment (Change)

The Initial Appointment Letter has been changed to include the following wording when the client does not have a phone number as they will be required to call in.

"It is not necessary for you to come into the office. An interview has been set for you on (date) at (Time) (time zone). This will be a telephone interview. Please call (worker's telephone number) at (time and time zone) so that we may conduct the interview."

Interim Report Form-IRF (New)

The Interim Report form is being automated into N-FOCUS. As long as the FSP (SNAP) case is currently coded SR (Simplified Reporting) and the certification period is 12 months, the IRF will be automatically mailed in the 5th month from when the FSP (SNAP) case became SR. It will be mailed on the 25th of the month. If the 25th falls on a holiday or weekend, the IRF will be mailed the previous business day. The due date on the IRF will be the 5th day of the following month.

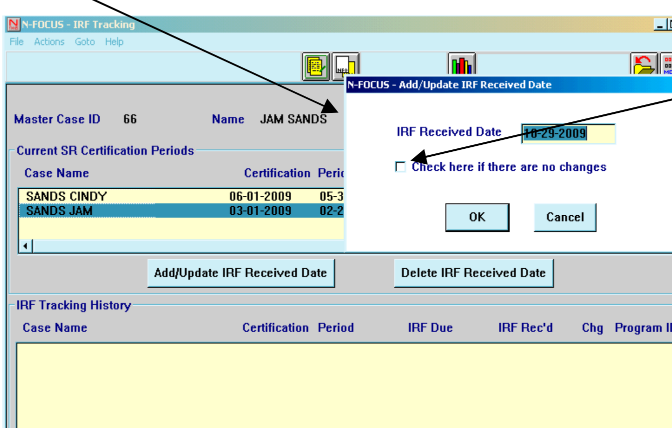
The automated IRF will use the Program Case Person's written language from Demographics to create the form. See under Correspondence Language (tip) in this Release notes document.

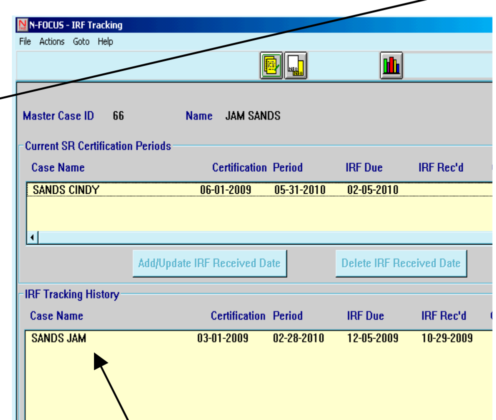
If the certification period is something other than 12 months, it will appear on the report "FSP Households in SR that do not have a 12 month certification period". **You will be responsible for sending the IRF for all cases on the report.**

IRF Received Date

When an IRF is received, you must enter the received date in the Tracking Window.

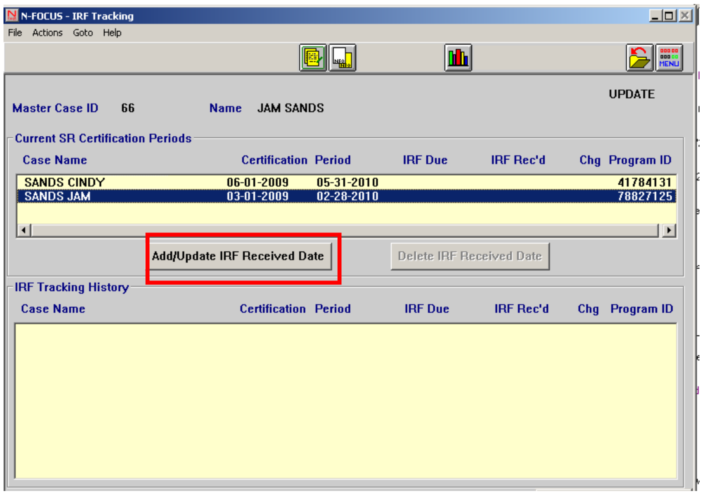
If there are no changes recorded on the form, place a check mark in the box.





The IRF tracking moves to the IRF Tracking History section of the window when the FS (SNAP) Certification ends.

If a received date is not entered, the case will automatically close on the 10th of the month. The client will be sent a notice when the case is closed.



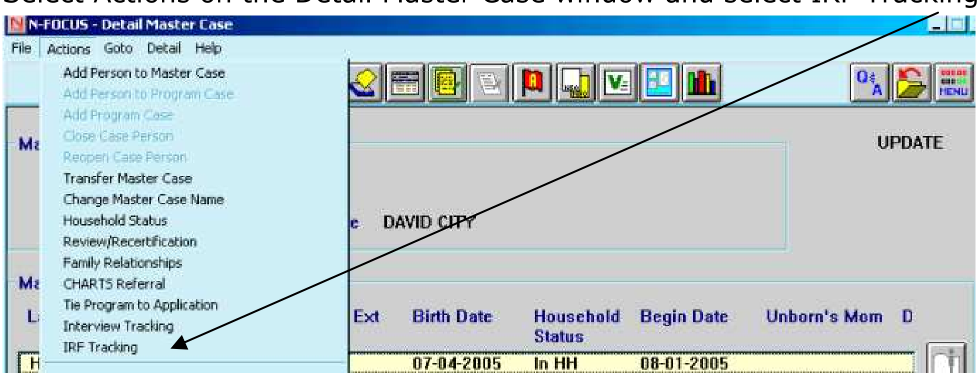
A new closing reason of "Interim Report not received" has been added.

If the IRF is received after the 10th of the month, you must reopen the program case and run budgets through the come-up month.

Creating IRF

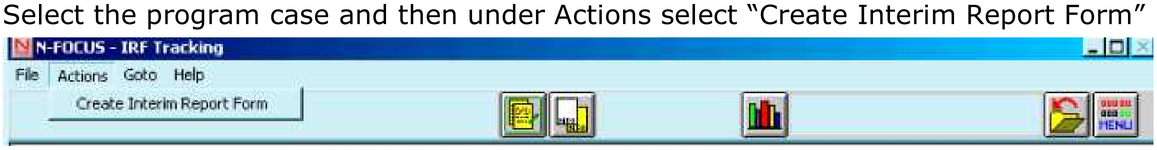
You may also create an Interim Report Form

Select Actions on the Detail Master Case window and select IRF Tracking



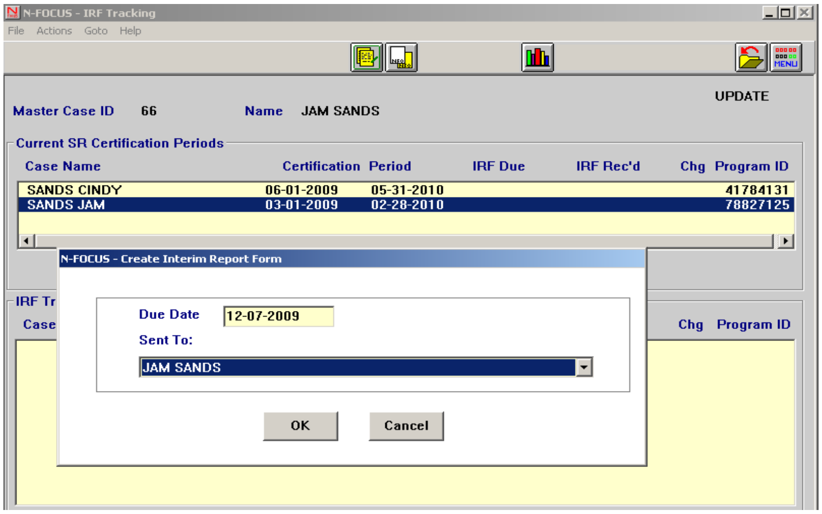
The IRF Tracking window will be displayed with all appropriate FSP (SNAP) program cases listed

Select the program case and then under Actions select "Create Interim Report Form"

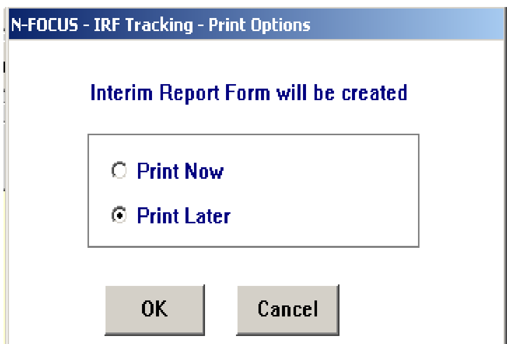


Enter the Due Date and select the person to whom the form is sent.

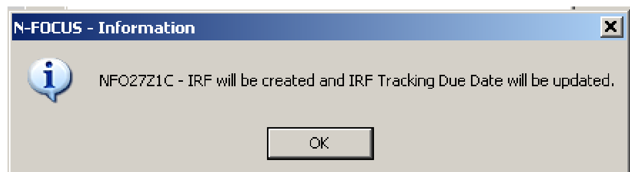
Select OK



Then select Print Now or Print Later



Then this message will appear. Select OK

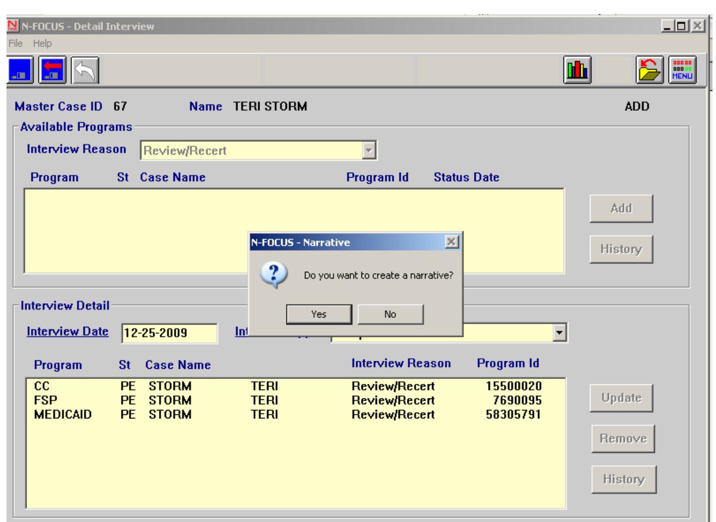


Interview Tracking (Change)

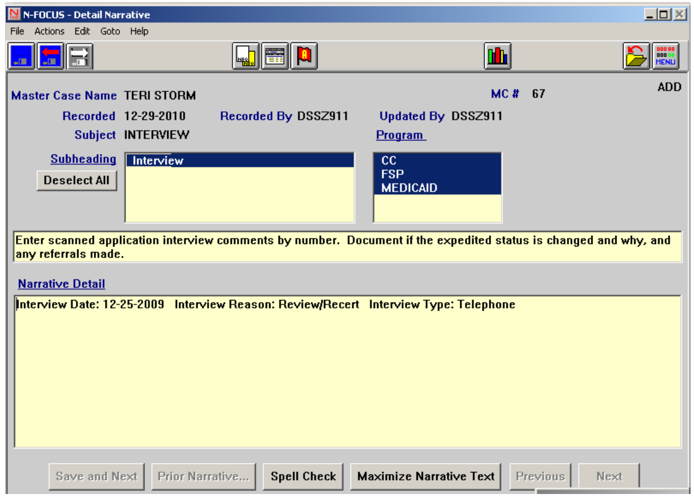
You will now be able to create Interview Tracking for SSAD, SSCF and all EA program cases including ADC, AABD, CC and FS (SNAP).

Creating Narrative from Interview tracking (New)

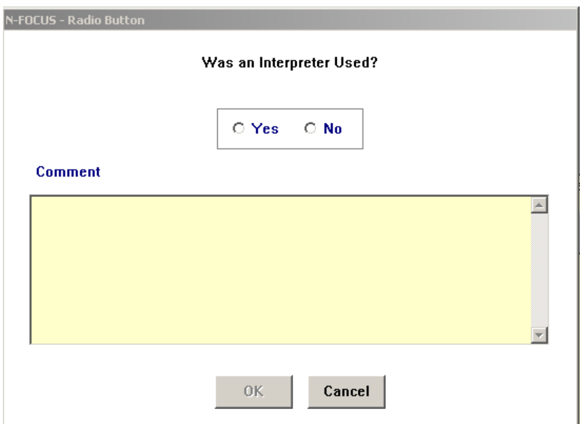
You can now create a narrative from the Interview Tracking window when selecting Save and Close from the Detail Interview window. A popup window will ask if you want to create narrative.



By selecting yes, the Detail Narrative window with the Subheading of Interview and the data already entered for the Interview will be brought forward.

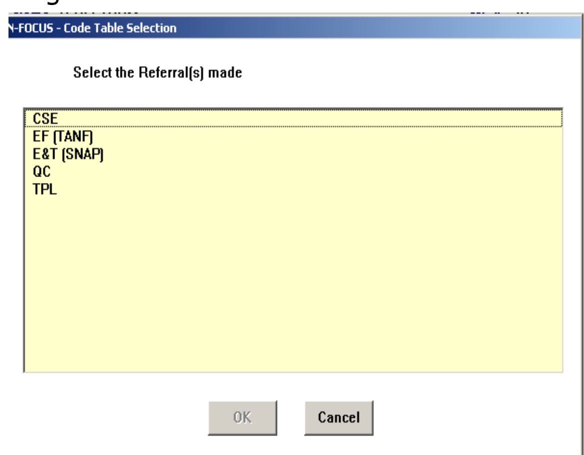


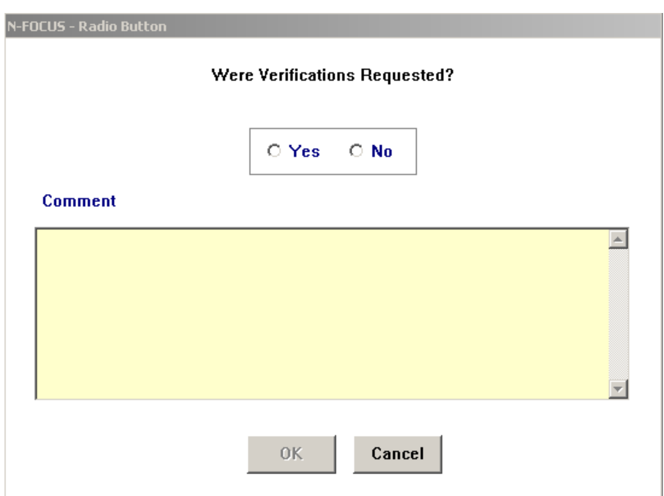
Selecting Save and Close will open a window asking the following questions.



Select Yes or No to enable the OK button

If no Referrals were made, select Cancel to go to the next window





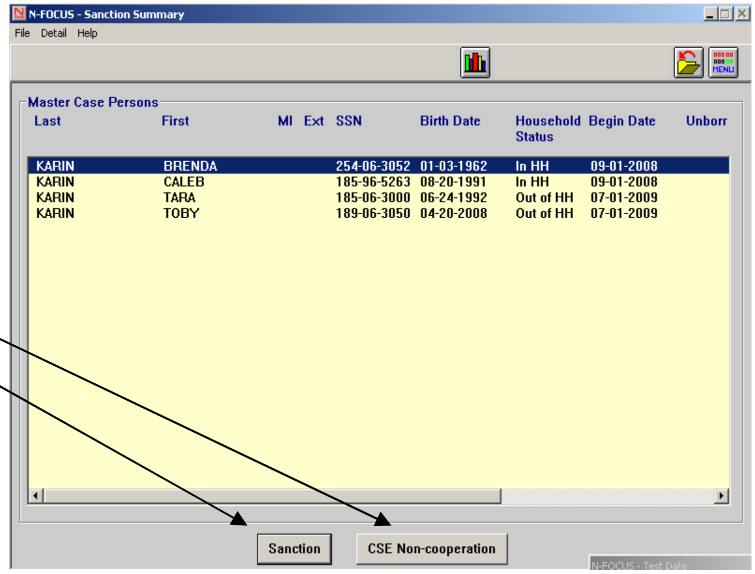
Once Yes, or No is selected, you will return to the List or Detail Interview window

Sanction Summary (Change)

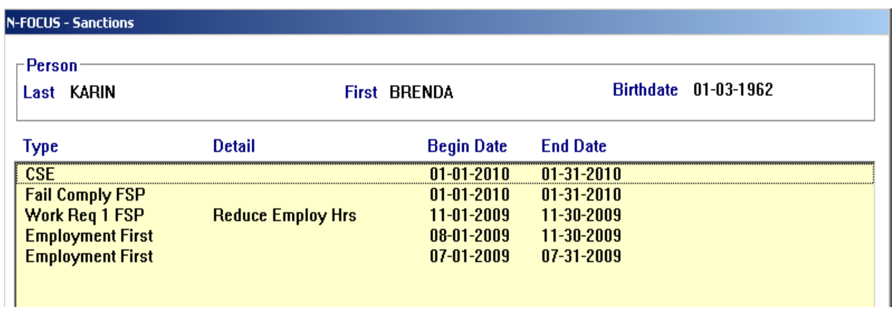
Sanction Summary in the mainframe has been changed.

The window now has separate windows for either CSE Non Cooperation or other Sanctions.

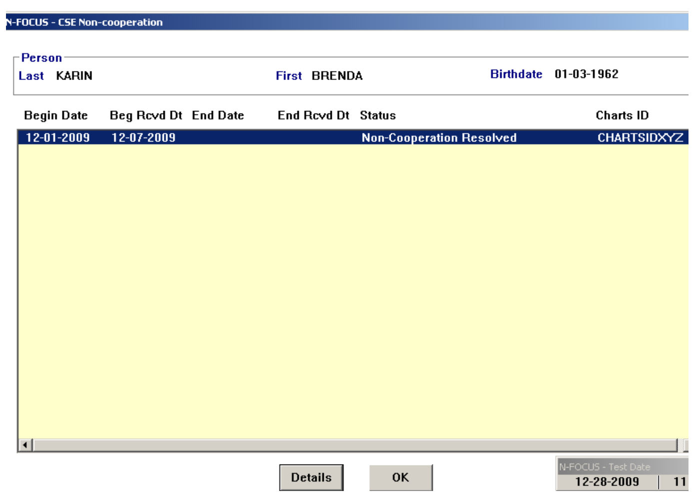
Highlight the person and if they have a Sanction, it will enable the appropriate button(s).



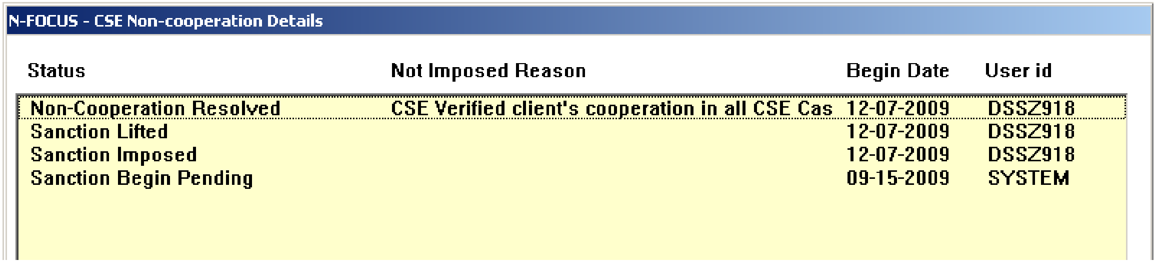
The Sanction Summary shows the person, DOB, the sanction type, detail, begin date and end date.



The CSE Non-Cooperation summary will display the person, DOB, Begin Date, Begin Received Date, End Date, End Received Date, Status and the Charts ID for the CSE sanction.



When a row is highlighted, the Details button will enable. The CSE Non-cooperation Details will be displayed.


N-FOCUS - CSE Non-cooperation Details

Status	Not Imposed Reason	Begin Date	User id
Non-Cooperation Resolved	CSE Verified client's cooperation in all CSE Cas	12-07-2009	DSSZ918
Sanction Lifted		12-07-2009	DSSZ918
Sanction Imposed		12-07-2009	DSSZ918
Sanction Begin Pending		09-15-2009	SYSTEM

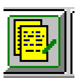
STANDARD FORMAT NARRATIVES (NEW)

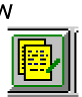
NARRATIVE ICON (NEW)

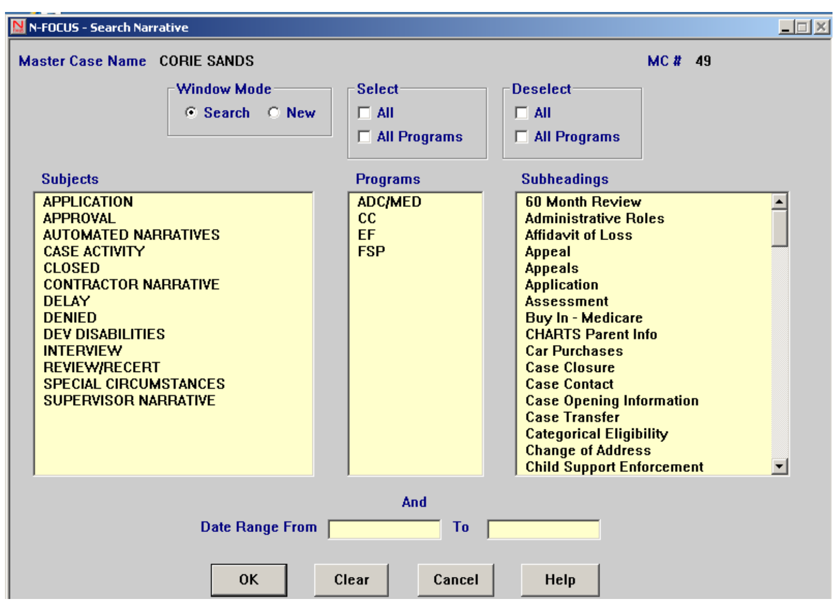
Narrative has been changed to a standard format for all Economic Assistance workers to use.

There are two narrative icons

 This is the APS/CFS Narrative icon.

 This is the new Economic Assistance Narrative icon for AABD, ADC, Child Care, EA, EF and FSP (SNAP). This also affects narrative for JC, IL, FW, Sub Adopt, Sub Guardianship, Medicaid waiver programs and DD programs.

To create or search for a narrative select the new Narrative icon  on the Detail Master Case window. **It is no longer necessary to select a program case at the bottom of the window.**



Search Narrative

Window mode defaults to Search.

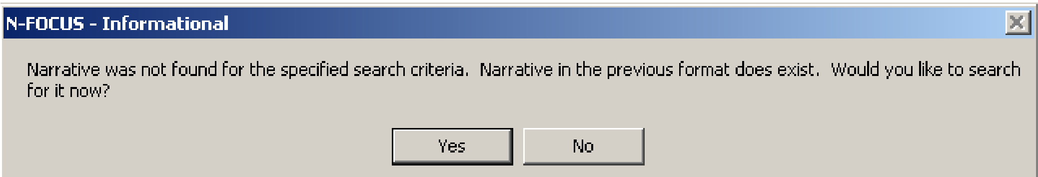
The narrative search can be as broad or narrow as meets your needs.

When ALL is selected the List Narrative window will display all narratives in the order they were created with the newest on the top.

Narrow the search by entering a date range.

Search can be any combination of one or many Subjects, Programs or Subheadings.

If a new narrative is not found within the search but there is narrative prior to November 9, 2009 the following message will appear:



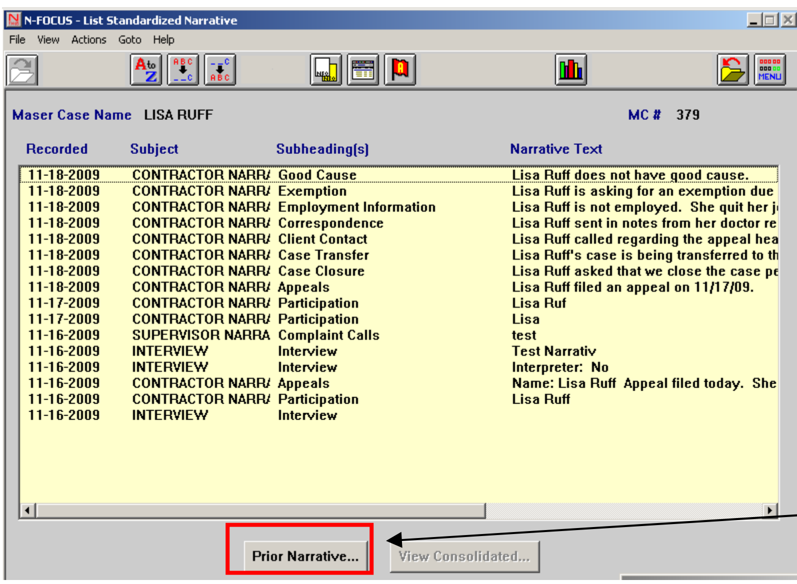
Narrative List Window

If there is prior narrative (narrative created before November 9, 2009 in the old format) the Prior Narrative button will be enabled on the Narrative list window. If only Prior Narrative exists, N-FOCUS will display the old search window.

To view the narrative, highlight the line and double click or select Open folder icon.

NOTE:

- If the Subheading has three dots behind the topic (…), this means there were subheadings grouped together when the narrative was created.
- The Narrative text field contains the first 50 characters of text.



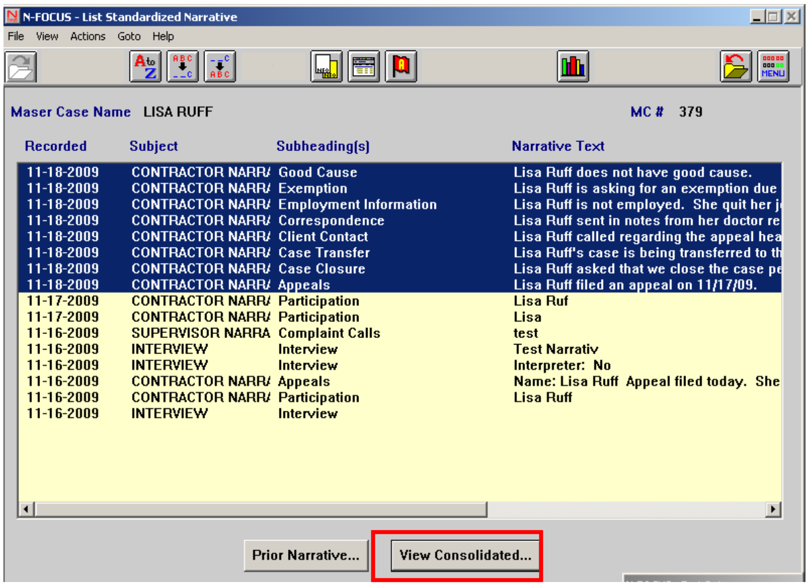
Recorded	Subject	Subheading(s)	Narrative Text
11-18-2009	CONTRACTOR NARR/	Good Cause	Lisa Ruff does not have good cause.
11-18-2009	CONTRACTOR NARR/	Exemption	Lisa Ruff is asking for an exemption due
11-18-2009	CONTRACTOR NARR/	Employment Information	Lisa Ruff is not employed. She quit her j
11-18-2009	CONTRACTOR NARR/	Correspondence	Lisa Ruff sent in notes from her doctor re
11-18-2009	CONTRACTOR NARR/	Client Contact	Lisa Ruff called regarding the appeal hea
11-18-2009	CONTRACTOR NARR/	Case Transfer	Lisa Ruff's case is being transferred to th
11-18-2009	CONTRACTOR NARR/	Case Closure	Lisa Ruff asked that we close the case pe
11-18-2009	CONTRACTOR NARR/	Appeals	Lisa Ruff filed an appeal on 11/17/09.
11-17-2009	CONTRACTOR NARR/	Participation	Lisa Ruf
11-17-2009	CONTRACTOR NARR/	Participation	Lisa
11-16-2009	SUPERVISOR NARRA	Complaint Calls	test
11-16-2009	INTERVIEW	Interview	Test Narrativ
11-16-2009	INTERVIEW	Interview	Interpreter: No
11-16-2009	CONTRACTOR NARR/	Appeals	Name: Lisa Ruff Appeal filed today. She
11-16-2009	CONTRACTOR NARR/	Participation	Lisa Ruff
11-16-2009	INTERVIEW	Interview	

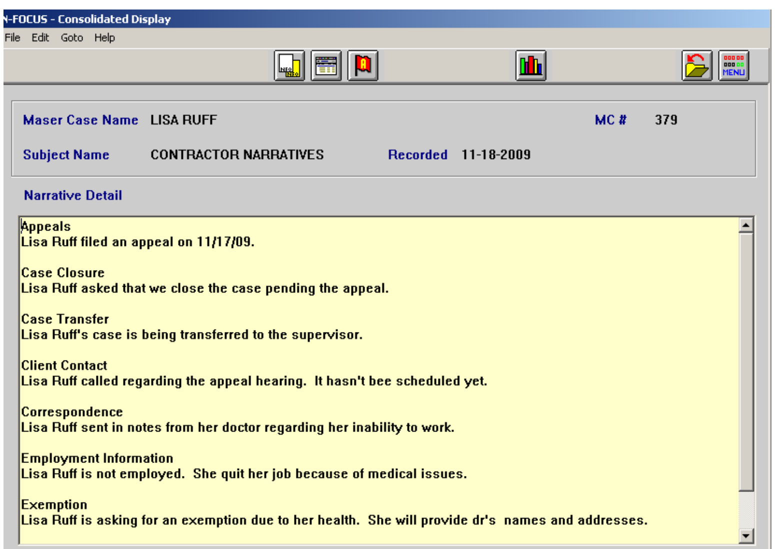
- Narrative will display in chronological order by create date with the most recent on top.
- Scrolling to the right will display who created the narrative and who last updated the narrative
- To print narrative, select narratives to print and under Actions select print

View Consolidated

View Consolidated allows you to view narratives created on the same day with the same subject heading on one page.

- Select the narratives you wish to see by selecting one narrative and holding the Shift key down when selecting the next one (or multi selecting).
- Select View Consolidated

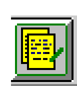




All the selected narratives will be displayed so you can scroll through to read them in the order they were written.

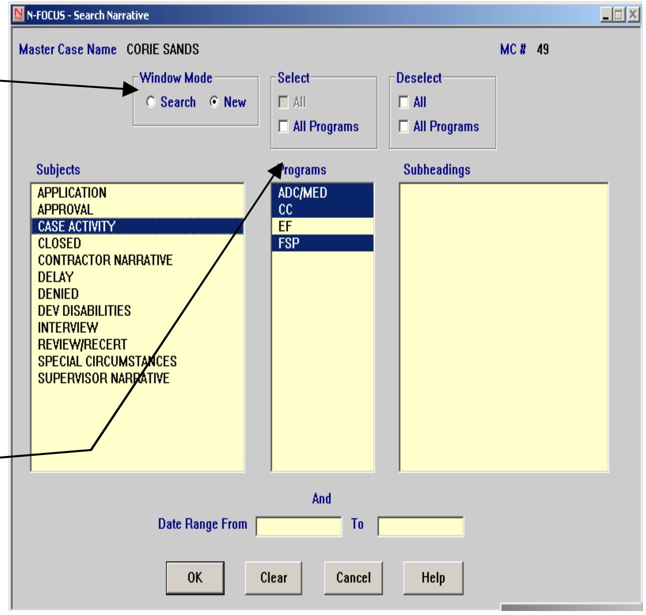
Printing and editing are not available from this window. Close the window to return to the list of narratives.

Create Narrative

To create a narrative, select the Economic Assistance Narrative icon 

- Select New or Search in the Window Mode box.
- Select a Subject by highlighting. Only one subject can be selected at a time for new narrative.
- Select the Program(s) that should be attached to the narrative by highlighting one, several or all programs. All programs can also be selected by clicking in the All Programs box. Clicking in the box does not display a checkmark, but the action will occur.
- Select OK to open Detail Narrative Window

NOTE: Subheading list is blank when selecting New from this window.



Detail Narrative window

Subheadings display based on the Subject and the Program types selected. Some Subjects, e.g. Application, Closed, Delay, Denied and Interview have only one subheading. Other Subjects (such as Case Actions) have multiple sub-headings that display in alphabetical order.

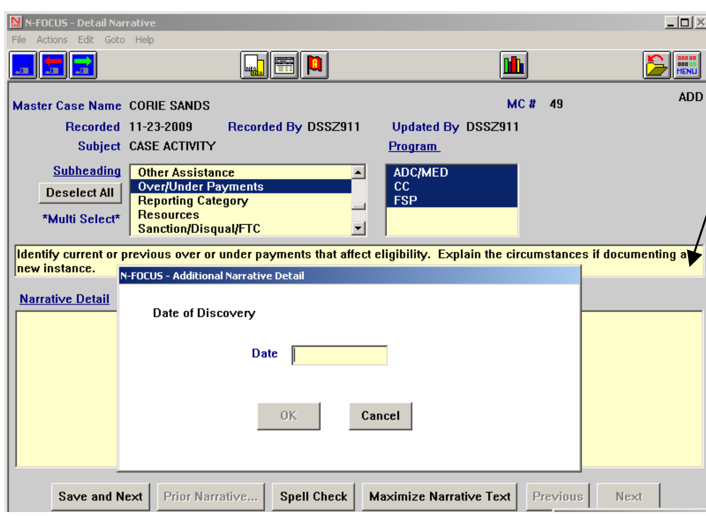
Approval and Review/Recertification have multiple subheadings that are listed in the order that one might work a case. When narrating these subjects, select the first sub-heading, type your narrative and Save and Next (at the bottom of the window) to move on to the next subheading. If a subheading does not apply to the situation, Save and Next without adding text and the subheading will not appear in the final narrative.

Select the Subheading. Highlighting the subheading will display "helpful hints" to assist the worker with what information should be entered for the subheading type.

Some Subheading types will display a dialogue box to assist with the information entry of that narrative.

In this example by selecting Over/Under Payments the Discovery date is requested.

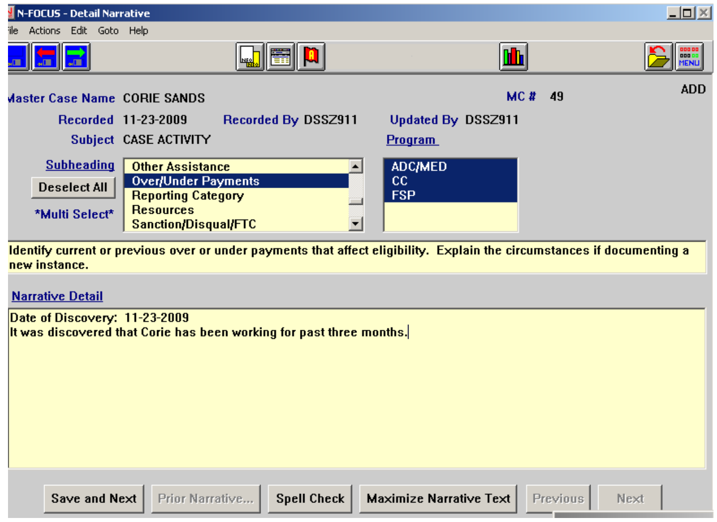
Enter the date in the popup window and type the narrative in the Narrative Detail box. Text is unlimited.



Under Actions you can

- Add Program
- Delete Narrative
- Print Narrative
- Spell Check
- Remove Program

(at least one program must remain)

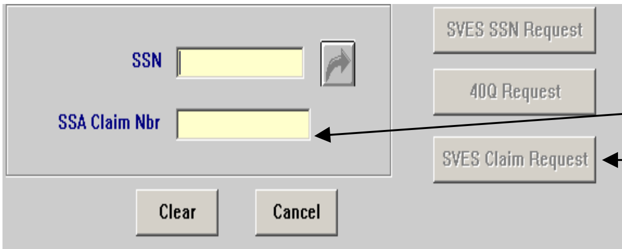


Save and Next will save this narrative and take you to the next Subheading for entry. You may enter narrative or select Save and Next to go to the next Subheading. If nothing is entered in the narrative section, then nothing will display in the List Standardized Narrative window

NOTE:

- Case Activity is the only Subject that will allow multi-select of the Subheadings and only create one narrative.
- When more than one subheading is attached to a narrative no helpful hints will display.
- The Subject heading 'Delay' is to document why any application is **pending beyond policy timelines**
- Interview narrative may be created from the Interview Tracking window (on Detail Master Case under Actions). After entering the Interview Tracking information of Interview Date, Type, Reason and Programs attached a pop-up window will ask you if you want to create a narrative. Saying yes will take you to the Interview Narrative window and pull in all of the information added to that window.
- You may also enter the following interview documentation:
  - If the application is a scanned paper application add interview notes during the interview, being sure to identify the question number being referenced.
  - If the application is an electronic application (e-app) add interview notes after the interview is completed. Notes during the interview are entered in the comments section of the electronic application.
- Editing Narrative capabilities remain the same. You may edit narrative the day it is created. Supervisors may edit narrative at any time. When Supervisors narrate at a later date, the narrative will display on the List Narrative window based on the date originally created. Scrolling to the right will reveal the last person who updated the narrative.
- The following Automatic Narratives will no longer be created:
  - Request for Contact (this form has been deleted)
  - Verification Checklist
  - Charts Referral

SVES REQUEST BY CLAIM NUMBER (TIP)



When a BDE match is not interfacing, workers should do a SVES request using the "SVES Request by Claim Number".

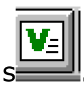
To enable the SVES Claim Request, the worker must **TAB off** the SSA Claim Nbr field

VERIFICATION REQUEST/TRACKING (NEW)

Verification Request/ Tracking will replace the EA-4/Verification Checklist and Request for Contact forms.

NOTE: ***The Detail Verification Tracking Window was designed so that it can be left open and toggle to another window if something needs to be checked to complete the verification request.***

Example: Dual Monitors – move the Verification Request/Tracking window to the other monitor and then toggle to the Initial Interview window. Both windows can be open so you can create the Interview tracking and complete the Verification request.

The Verification Request Tracking icon looks like this .

It is located between the Correspondence and Document Imaging icons on the Detail Master Case window.

To create Verification Request Tracking, select the icon on the Detail Master Case window or select Verification Request Tracking from the GoTo.

The new Verification checklist will print all comments together at the end of the letter. The language defaults to English but can be changed to Spanish.

Select the program (s).

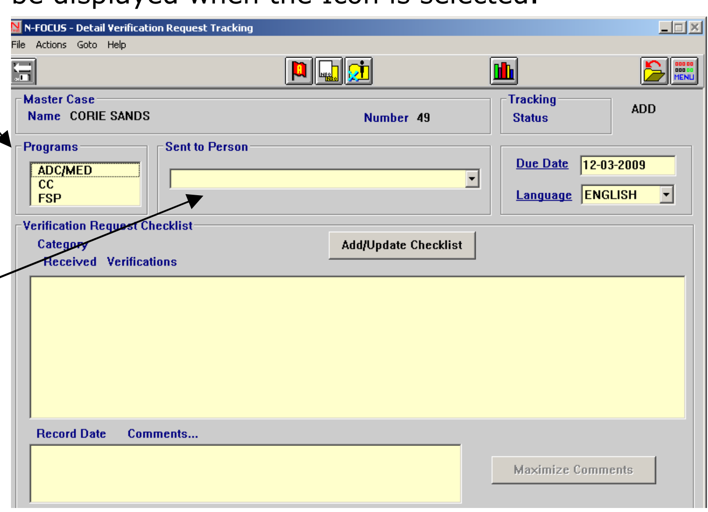
All programs in the Master Case will be displayed regardless of their status. The programs selected will appear on the Verification Request letter.

Select the "Sent to Person"

The dropdown list will include any person who is the program case name or Case Rep.

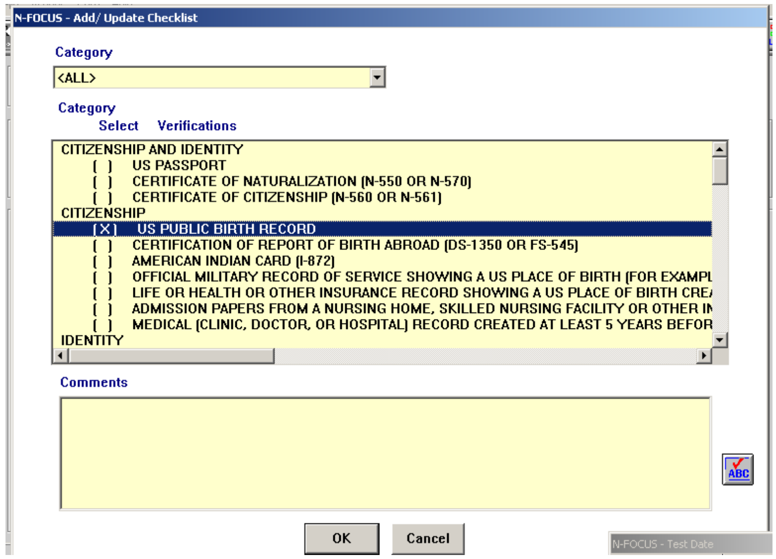
Due Date defaults to 10 days from the date of entry but this date can be changed.

The Detail Verification Request Tracking window will be displayed when the Icon is selected.



Select Add/Update Checklist button to create the checklist

The Add/Update Checklist window will be displayed



The Category defaults to All but you can select just the Category you need.

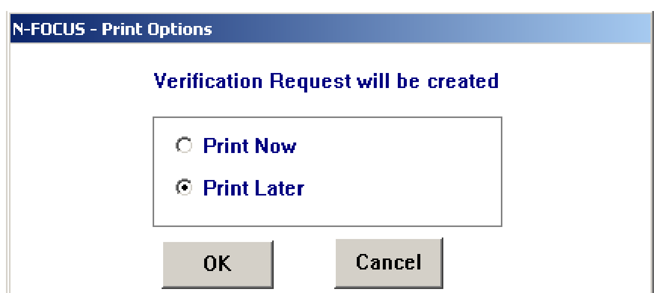
Select the type of verification that you need.

Only the selected items will appear on the Verification Request letter.

Add comments as needed.

Comments are not by verification item. They will all be together at the bottom of the correspondence. Spell check is available.

When you Save and Close the window you will receive the Print message asking if you want to print now or later. If you select Print Later it will be printed in batch and be mailed the next business day.



This will default to the person logged on but you can select a different worker.

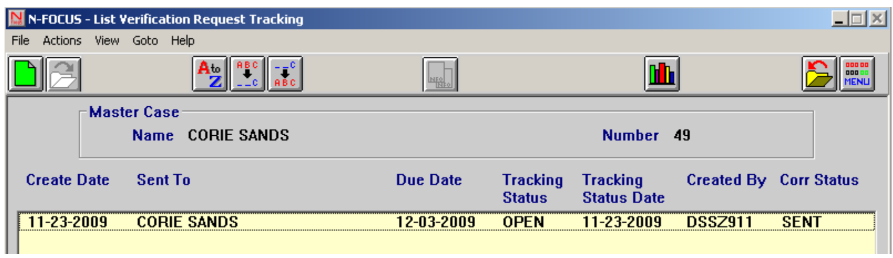
As verifications come in you will be able to update the Verification Tracking window to identify which ones have been received.

Select the Verification Request Tracking icon and it will display the List Verification Request Tracking window. This window will display all Verification Requests. It will display the create date, status, who created it, status of correspondence, if the request has been updated and the date. This will display with the most current date first. If there are two with the same date, the open status will be first.

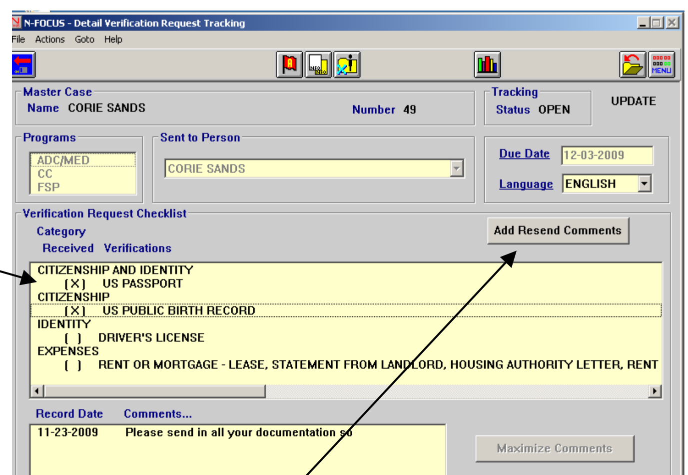
Tracking status can be open or closed.

Correspondence status can be sent, resent, deleted or destroyed.

Open the Verification Request by highlighting the row and doubling clicking or select the open icon.



To indicate that the verification was received, place an X in the Received column by the verification item that was received.



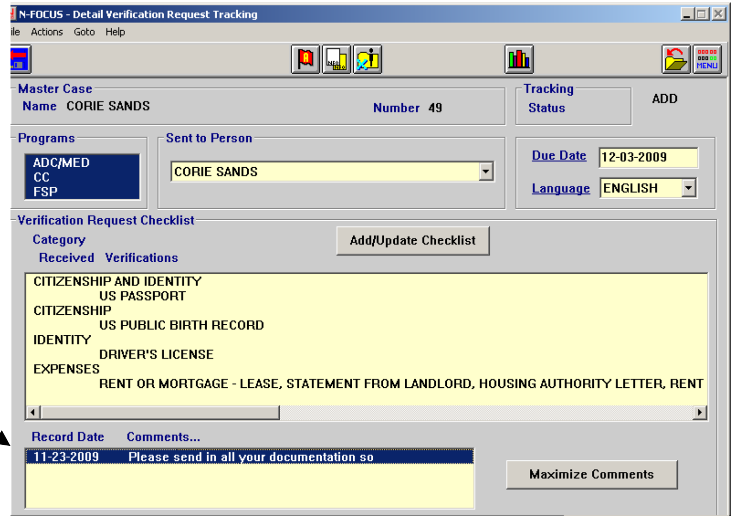
If you need to resend the form, select "Add Resend Comments" button to enter new comments then Save and Close.

A message will ask to select Print Now or Print Later.

An alert will be created on the verification request due date.

Note: If an item is missed in the request of verification item the first time, workers must create a new request and this will create a new correspondence checklist with a new due date. If the due date should stay the same, update this additional form to the original due date.

To review all the comments, double click on the line in the comments section or select the Maximize Comments button.



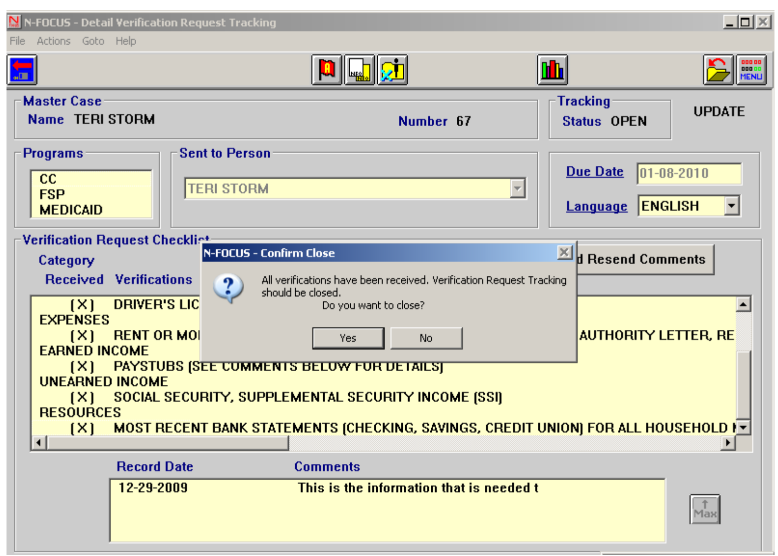
There are three ways that the Verification Tracking is closed:

- Action off the Detail Verification Tracking window
- Action off the List Verification Tracking window
- Auto close when the last item is checked as received

When all verifications are received before the due date, the Alert won't display until the due date. To see how to close the Alert prior to the display date, review Alert tip on page 4 of this release document.

When all items have been checked as received, the Auto close function will display a message asking if you want to close.

If you select Yes, the verification request will be closed.



E-APPLICATIONS

IM-60, CC-1 CSE-22 Forms (New)

Changes have been made to incorporate language into the Rights and Responsibilities of the E-application so the clients will no longer have to sign an IM-60, CC-1 or CSE-22. Their signature on the E-application will incorporate all of these. The paper application will be changed as well.

Voter Registration (Change)

On E-Applications, the wording has been changed to comply with the Voter Registration Act. A statement regarding help with filling out a voter registration has been added. It reads:

"If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private."

Application Tied to Program case Report (Fix)

There is a report "Applications Listing a Program Case which is not Tied to a corresponding N-FOCUS Program Case". If a client selected ADC or AABD and also Medicaid on their application, the instructions were to pend only the ADC or AABD, but the case still showed on the report if it was not tied to the Medicaid case. The report has been fixed so if the application is tied to ADC or AABD, Medicaid will not appear on the report. You should not create a new MED program case or repend a closed MED program case if the E application also includes a request for ADC or AABD benefits.

Change Reporting (New)

In addition to the E-Application and the Screening Tool, a new function "Change Reporting" is now available on the website.

www.*ACCESSNebraska.ne.gov*

This new function will allow clients to submit changes electronically. ACCESSNebraska will only allow clients to submit changes if they are open in an ADC, AABD, Medicaid, FS (SNAP), SSAD, SSCF, Energy or CC.

- A client will enter the last four numbers of their Social Security number and their Date of Birth
- The SSN provided will search N-FOCUS to find an open case from the selected programs.
- If an open program case is NOT found, the client will be asked to start over or call in their change and no change report will be submitted, NOTE: To protect client privacy, the message to the client will appear to be a technical problem.
- If an open program case is found, they will be able to continue to submit their change
- When a change has been submitted, the information will be tied to the Master Case (s) where the person is shown to be in an open program case.

From the Detail Master Case, select the Change Icon 

.

From the Change Report List window, select the Change that you want to view and use the icon to launch the web view.

DOCUMENT IMAGING (NEW)

Document Imaging is the use of technology to scan, store and retrieve documents. This release implements the first phase of the department converting to a paperless organization. Initially, the conversion consists of Economic Assistance case files and will be expanded to include Resource Development for EA Programs and Employment First records.

DOCUMENT IMAGE ICON (NEW)

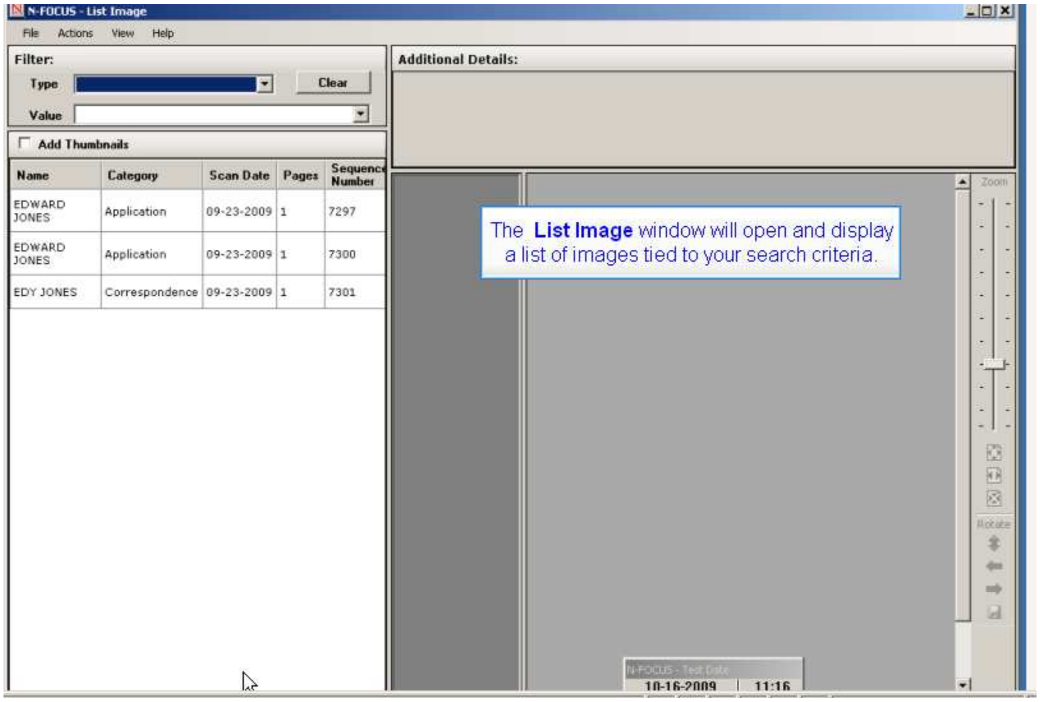
Documents scanned into N-FOCUS will be accessed by the Document Imaging Icon available with this release. The Icon is on the Detail Master Case, Person Detail and the Detail Organization Windows.

A scanned document is tied to a person or Organization and to a category.

When the Document Imaging Icon is selected, the Search Image Window will display.

The search window is tailored based on the window from which the Document Imaging icon is accessed (Detail Organization, Detail Master Case or Person Detail).

This window (accessed from Detail Master Case) will allow you to search for scanned documents for one or more persons, in one or more categories and will give you an option of searching a date range of when it was scanned.



For further information on the functionality of Document Imaging, go to N-FOCUS HELP and then Content, Demonstrations to reach the Captivate Demonstration.

DEVELOPMENTAL DISABILITIES PROGRAMS

DD Services

DD Accounts Receivable Window (Change)

The Status field on the List DD Accounts Receivable Transactions screen has been shortened so all columns between Incurred date and Status date all display as a single view.

DD Service Area (Fix)

Furnas County was showing to be in the Western service area and should be in the southwestern. This has been fixed.

EXPERT SYSTEM

CITIZENSHIP/IMMIGRATION TASK

IMMIGRATION STATUS CHECK (CHANGE)

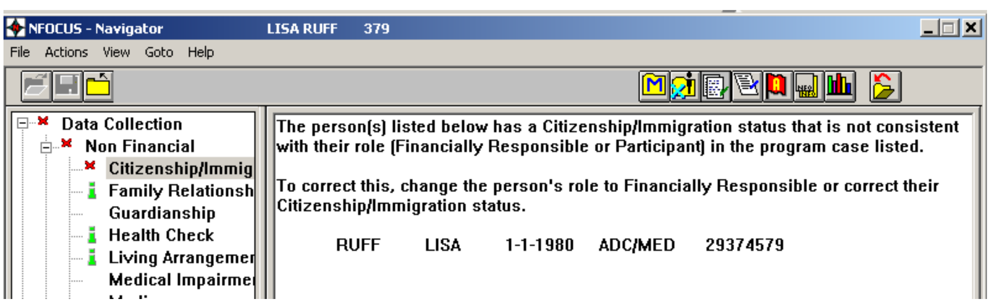
Participant or Financially Responsible person's immigration status will be checked to make sure it is a valid status for their role in the program case. When selecting Budgeting and the Immigration status is not allowed by the program, a Read Me tab will be displayed in the Citizenship Task.

This will inform you of what to do:

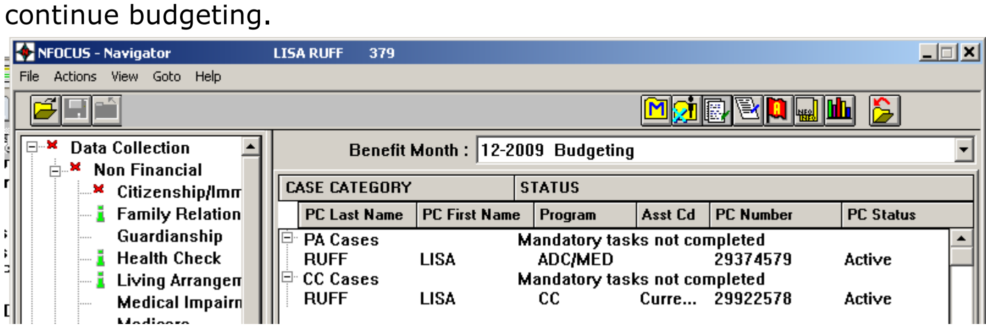
- Correct the immigration status to that person's verified status OR
- Close the person from the program case

The RED X will remain on the task until the correction is made.

Example: Person has the Immigration type of 'Ineligible Alien" but is pended as a Participant in a MED case. The person needs to be closed in Participant Actions making them a Financially Responsible person in the MED case. This would remove the RED X and budgeting could proceed.



Conversely, when a person is closed out of a program case with the reason of "Ineligible Alien" the system will read Citizenship/Immigration status to see if the Immigration status is "Ineligible Alien". If the person does not have a status of "Ineligible Alien" a RED X will be displayed by the Citizenship/Immigration Task. The Read Me table will be displayed. The Citizenship/Immigration status will need to be update to Ineligible Alien (matching the FR reason) to remove the Red X and continue budgeting.



.

SANCTION TASK

Sanction has been changed as follows:

- Sanctions will no longer automatically close when you reopen a sanctioned individual or case
- The sanction changes will provide a more continuous picture of imposed sanctions
- Easier to end a sanction
- To document reasons for not imposing CSE sanctions per State Audit requirements

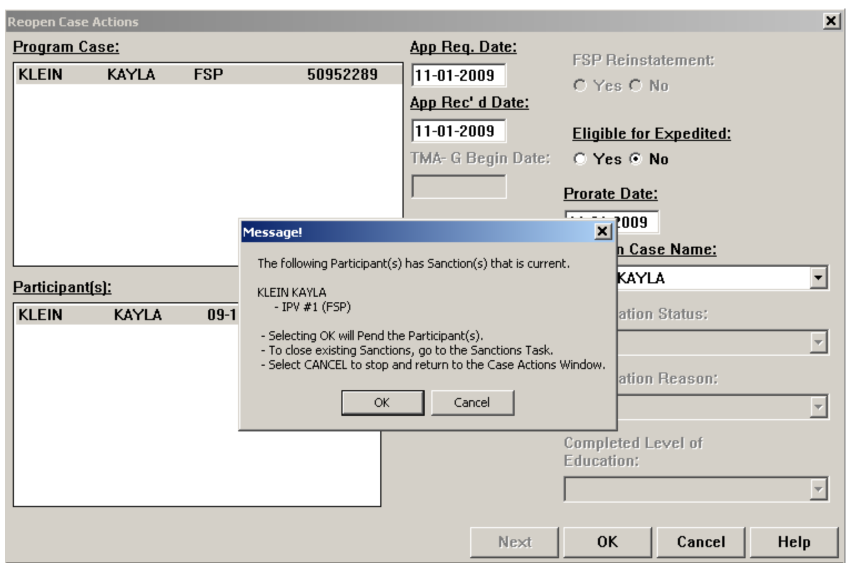
SANCTION (TIP)

- Budget Sanction is entered in the Sanction Task
- If a person is to be closed from the program case, take these actions in Participant Actions task
- If a program case is to be closed , take this action in Case Actions task

REOPENING A SANCTIONED PERSON (CHANGE)

The sanction is no longer end dated when a person with a sanction is reopened. If the sanction needs to be end dated, you will need to go to the Sanctions Task and end date the sanction.

This is the message that will be displayed.

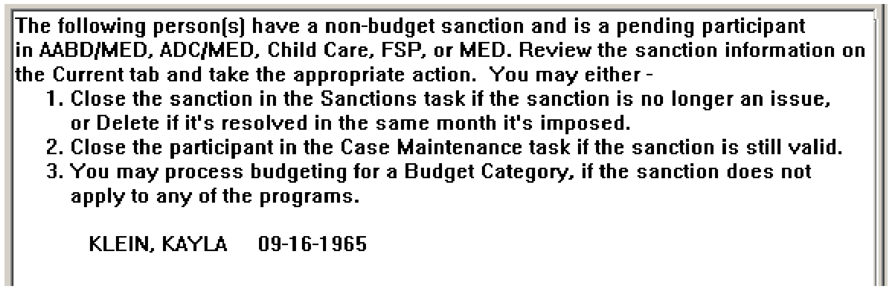


SANCTION TASK README TAB (NEW)

When the Sanction Task is selected, it will display the read me tab.

NOTE: #3 is a new statement. Budgets can now be processed for categories that the sanction does not affect. For instance, if there is a FSP (SNAP) only sanction that is not resolved; PAE budgeting can still be processed.

This is the message that will be displayed.



CSE Sanctions (Change)

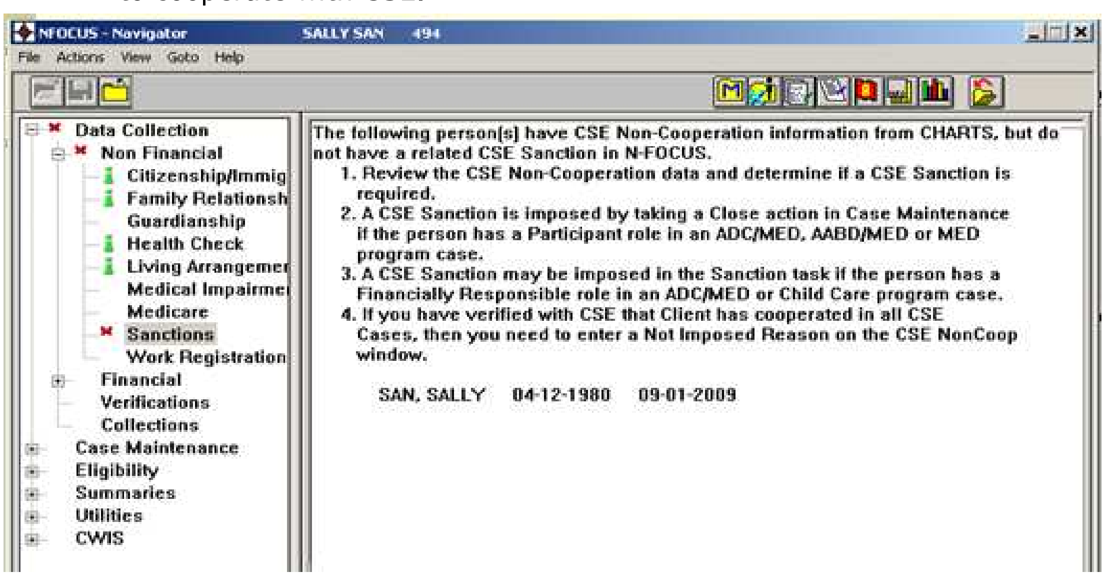
CSE Sanctions – Review the CSE Non-Cooperation data and determine if a CSE sanction is required.

If the CSE sanction is to be imposed either

- Take the close action in Case Maintenance if the person has a Participant role in an ADC/MED, AABD/MED or MED program case
- In the Sanction Task if the person has a Financially Responsible role in an ADC/MED or Child Care program case

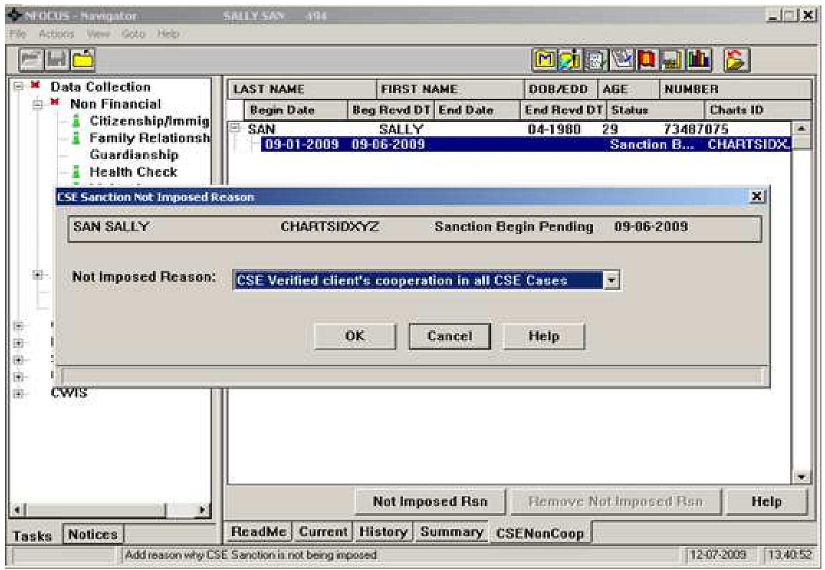
If the CSE sanction should not be imposed enter a reason of "Not Imposed" on the CSE Non-Coop window if you have:

- verified with the CSE worker that client has cooperated (#4) or
- received the request for sanction in the same month as the client reported a job in and the come-up month the client will go to TMA and is not required to cooperate with CSE.



If the CSE sanction can not be imposed, select the 'not imposed reason' button and select the appropriate reason:

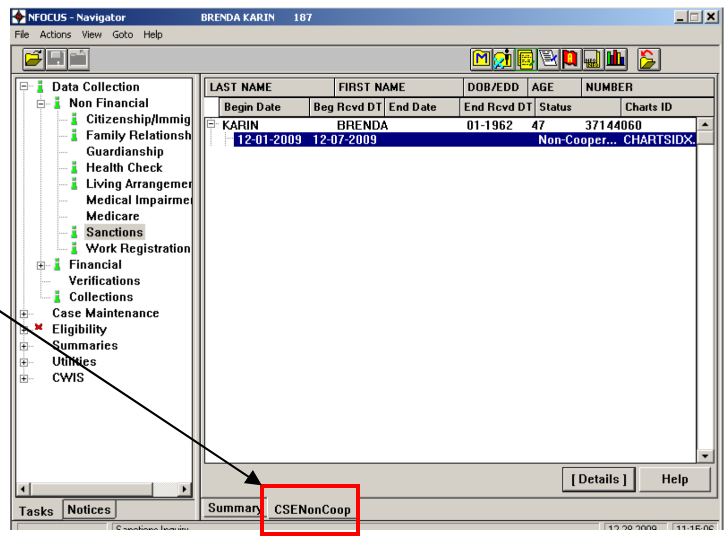
- CSE Verified client's cooperation in a all CSE cases OR
- Receiving Transitional Benefits.

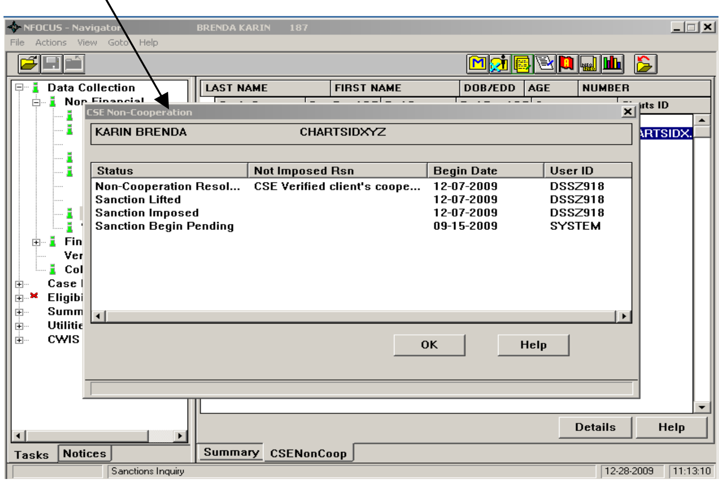


SANCTION SUMMARY VIEW (TIP)

In the Summary View (Not the active task) there is a button called CSE NonCoop. When you highlight a row the Details button is enabled.

Click once on the Detail it will display the history





Child Care Sanction (Change)

A change was made to the Sanction Task to allow the Custodial Parent to be sanction for CSE in a Child Care case.

BUDGETING

Child Care Budget

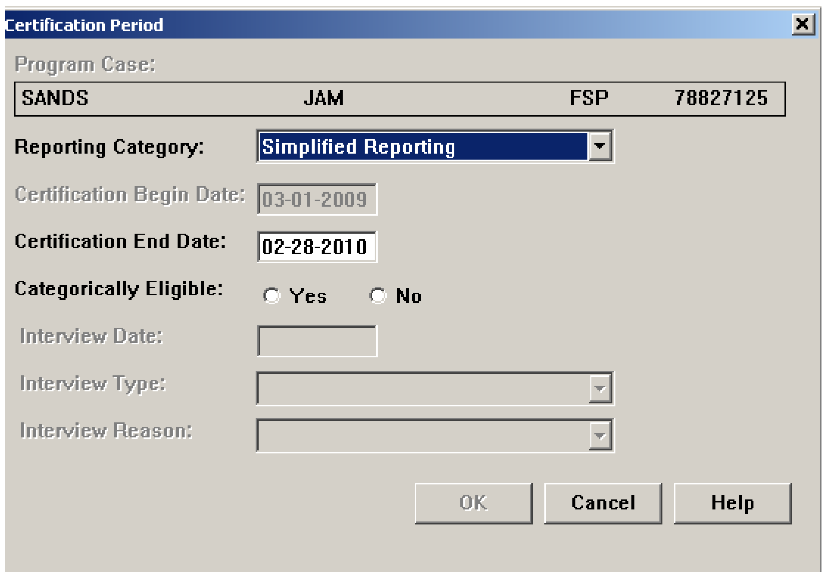
Recalculated budget (Change)

When a recalculated budget is run to add another person and the CC case is on sliding fee, N-FOCUS treated this as an adverse action and left the budget as a read only budget if the fee increased. This has been changed so that the system won't consider this an adverse action allowing the increase in the fee because there is an increase in the number of persons in the CC program case.

Food Stamp (SNAP)

Budget Food Stamp Category (New)

Six month reporting has been changed to Simplified Reporting so the dropdown list has been updated.



FSP (SNAP) Medical Expenses (New)

The calculation of medical expenses has changed to agree with the earlier change in policy regarding Medicare Part B Buy-in. Those eligible for Buy-In should not receive the FSP Medical Expense deduction Medicare B Premium.

In the expense task if the client has a current medical expense of Medicare B Premium, the FS budget will check the related medical budget. If the MN Budget shows the Medicare B premium marked as an Excluded Expense, N-FOCUS will not count it as an expense in the FSP budget as the client is on a Buy-In and does not have this expense.

TBR Budgeting (Fix)

The Child Care fee is incorrectly counting in the TBR budget when the fee is not included in the previous month's regular budget. This is now fixed to not count if it was not in the previous month's regular budget.

CC Fee in FSP (SNAP) Budget (Fix)

When a FS budget is recalculated and there is a sliding fee amount from CC, N-FOCUS was not using the correct fee. This has been fixed.

MED BUDGETING

MESA Budgets (Tip)

The only time the MASS Change indicator needs to be set to Process by Worker is when there is an SDX issue. The issue usually is when the FBR shows as an FBR of ½ of the FBR for two, when the client actually should have FBR for one person.

The following BDE issues can be handled by MESA

- when there is an SSA overpayment

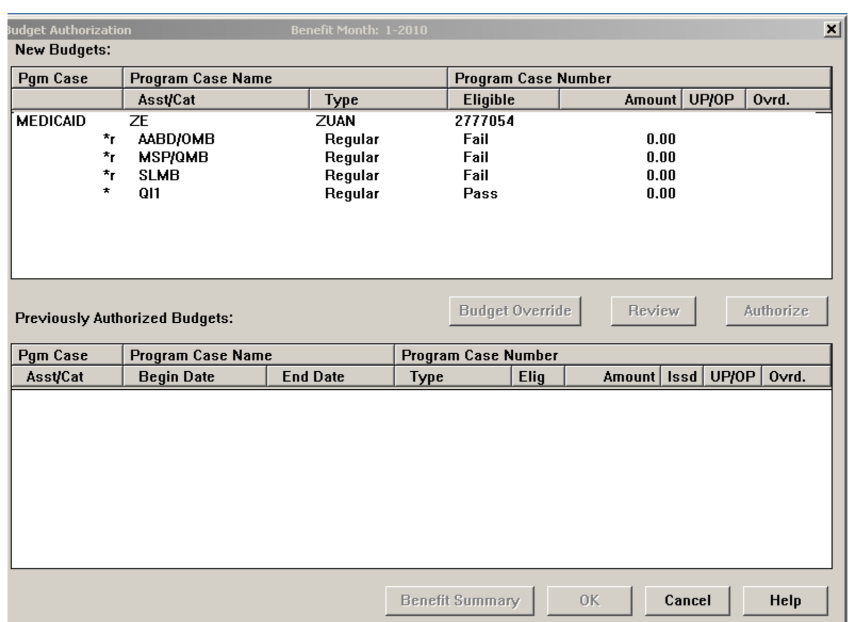
Note: An alert will be generated by MESA

- where we do not get the match with the new rate
- where we do not get a match at all
- dual entitlement

Note: All of these will show up on the report "Cases with other income"

MSP/QMB Budget (New)

This is an example of how the Budget Authorization window will look after it has run thru a hierarchy of eligibility starting with the category that will offer them the highest level of services and concluding with the lowest level of service.



NOTE: Medicare A and/or B must be entered in the Medicare Task in the Expert System. If the client is receiving Medicare through Railroad Retirement, enter the RR claim number and the dates of eligibility for Medicare.

Medicare and Share of Cost Adjustment (Change)

The Medicaid Long Term Care Division has decided to include all Medicaid Medically Needy (MN) participants with income below 135% FPL, regardless of living arrangement, in the Medicare Part B buy-in program. Clients in nursing homes and under the 135% FPL will automatically be enrolled.

NOTE: MESA will run 11-27-09 on these budgets for the new policy change effective January 1, 2010.

SEMAC Budget (New)

When a budget is run that includes an unborn that fails the 185% FBL, and is uninsured, their category code will test for RIB for a share of cost determination. If there is a parent in the case who is ADC/MN participant, the SEMAC unborn takes on the same category code as the parent.

Second Six Month of TMA (Fix)

With the March 2009 release of MED Budgeting with the new logic on setting category codes for children. A problem occurs with unmarried parents with child(ren) in common. N-FOCUS gets in a loop when running budgets during the second 6 months of TMA where the logic of reconfiguring children to CMAP when the TMA budget unit will have a premium due to income. This is fixed so the system will properly count the income and put the children in the correct category.

ADC/TMA-G Budget (Change)

When a person is in a TMA-G program case, N-FOCUS budgeting rules will not allow that person to be in another ADC program case. Under certain circumstances, business reasons occur where a person needs to be closed out of TMA-G units to allow them to be opened in another ADC program case in the same Master Case. The budgeting rules have been changed to allow workers to close an individual from a TMA-G case. Add or reopen a person will still not be allowed. Policy requires the unit size and payment amount not to change when a person is closed in TMA-G and budgeting is processed.

Recoupment Budget (Fix)

A problem has been identified when an Accounts Receivable is already closed and the worker must run another recalculated budget connected to that A/R. N-FOCUS is not finding the original recalculated budgets and give credit that the A/R was paid. This has been fixed.

NOTICES

Food Stamp (SNAP) Approval Notice (Change)

FSP approval notice changed as follows for Simplified Reporting:

> Your household is assigned to the Simplified Reporting category. You must report to your worker if your household's income for the month goes above $ FPL. You must report this within 10 days after the end of the month in which your income goes above the amount listed. Income includes gross earned and unearned

income before deductions, such as taxes. This is the only change that you must report.

If your worker learns about a change from another source, the worker is required to act on it and make changes to your case. If your income goes down or someone moves into your household, you may contact your worker to see if you are eligible for additional benefits.

An Interim Report Form will be sent to you during the certification period listed on this notice. You are required to complete and return this form or your benefits will end.

On the back side of the notice will be changed as follows:

If your reporting category indicated on the first page is "Simplified Reporting" you must report if your household's total monthly income goes above the amount indicated on the first page. <u>You must file an interim report form if requested</u>.

Medicare Part B Premium Notice (New)

Notices will now be able to determine when the Medicare Part B premium starts, stops or changes and causes the Adjusted Share of Cost to change. The notice will say "Medicare Part B Premium Started", Medicare Part B Premium Ended" or Medicare Part B Premium Changed".

FSP (SNAP) Case Closure

The SNAP (FSP) program case will automatically close at the end of the month that the IRF is due if the indicator if the IRF has not been changed to show it was received. The closing reason will be "Interim Report Form was not received".

Closing Notice

When the closing reason of Interim Report Not Received is used the Closing notice will have the following wording:

Food Stamp Program

Your benefits will end effective 01-01-2010.

The reason is:

☐☐Interim Report Form has not been received.

You must provide a completed Interim Report Form and any requested verification by 12-31-2009 or your case will close. If information on the completed Interim Report Form verifies continued eligibility, your case will remain open.

If your case is closed due to not providing a completed Interim Report Form, you may be reinstated by providing a completed Interim Report Form and any requested verification in the month following your case closing.

If information on the completed Interim Report Form verifies continued eligibility, your case will be reinstated. If you do not provide a completed Interim Report Form in the month following your case closing, you must file a new application.

Please remember if you receive assistance other than Food Stamps, you are required to report all changes in your situation to your worker within 10 days from the date of the change.

For information regarding the status of your case, call the Automated Voice Response System (VRU) at 1-800-383-4278.

MEDICAID CATEGORY CODE CHART

Category	Available Service	Medicare eligible	Eligibility rule	MMIS Interface
AABD/OMB	Full range of services	May or may not have Medicare		Eligibility date rows on Job 31 (MMIS)
AABD/QMB	Full range of services/buy-in	Must have Medicare		Eligibility date rows on Job 31 (MMIS) SPI Code E
MIWD	Full range of services/buy-in	May or may not have Medicare		Eligibility date rows on Job 31 (MMIS)
TMA	Full range of services/buy-in	May or may not have Medicare	Disabled or elderly person receiving Medicare may be eligible in the ADC/TMA category if their spouse receives TMA without a premium.	Eligibility date rows on Job 31 (MMIS) SPI Code T
AABD/MN	Full range of services after client share-of cost	May or may not have Medicare	Clients with income less than 135%FPL regardless of living arrangement will be buy-in eligible	Eligibility date rows on Job 31 (MMIS) as Reason code 400 and 450 after meeting SOC SPI Code C
MSP/QMB	Medicare coinsurance/deductibles/buy-in	Must have Medicare		Eligibility date rows on Job 31 (MMIS) with SPI Code 1
SLMB	Buy-in only	Must have Medicare	Clients with income between 100 and 120% FBL	Not on Job 31 (MMIS)
QI1	Buy-in only	Must have Medicare	Clients with income between 100 and 120% FBL	Not on Job 31 (MMIS)